



Albanian-American  
Development Foundation

## **JOB ANNOUNCEMENT**

### **Position: Paid Internship**

The Albanian-American Development Foundation (AADF) was created in 2009 by the Albanian-American Enterprise Fund with the support and encouragement of the United States Agency for International Development (USAID) and the United States Government. The mission of the AADF is to facilitate the development of a sustainable private sector economy and a democratic society in Albania.

Interns will assist Project Managers with hands-on projects and daily tasks related to the projects.

#### **Main duties and responsibilities:**

- Assist project managers with administrative project management tasks related to project plans, deliverables, budgets, and documentation;
- Coordinate project-related events;
- Ensure information requested on projects is presented accurately and on time;
- Maintain project management systems, including data management and filing;
- Prepare and assist in project documentation;
- Assist with monitoring, evaluation, and learning data;
- Organize and schedule team meetings as well as write effective minutes of the meeting;
- Handle incoming internal and external ad hoc requests on projects;
- Carry out research or summarize information on projects and present findings;
- Communicate with service providers/suppliers for materials and services needed for the project activities as well as perform other duties that might be assigned by them;
- Maintain professional development plans.

#### **Required qualifications and competencies:**

- Bachelor's degree (a Master's degree would be an asset);
- Excellent command of Microsoft Office Suite;
- Resourcefulness in finding information and conducting internet-based research;
- Knowledge of record-keeping procedures including the ability to collect and organize data and information;
- Good research and analytical skills, are preferred; inclusive of software fluency to support data collection and data analyses;
- Ability to work collaboratively within and across teams and to organize time accordingly
- Fluency in written and spoken English;
- High integrity, strong professionalism, and solid ethics;
- Excellent organizational skills.



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### **Application Instructions:**

Only those who meet the above requirements are requested to send their **Curriculum Vitae** to the following email address: [careers@aadf.org](mailto:careers@aadf.org). Please reference the job title in your message. Electronic applications are accepted only.

All applicants will receive a confirmation that their electronic submission was received. Only shortlisted candidates will be contacted for an interview.

Applications will be evaluated in accordance with Law no. 9887, dated 10.03.2008 on the Protection of Personal Data (as amended).

### **Deadline for applications:**

June 23, 2022.